

# OFFICE OF THE PROVOST

HALLS OF RESIDENCE (MALE)

ISLAMIC UNIVERSITY OF TECHNOLOGY (IUT), BOARD BAZAR, GAZIPUR – 1704

## Cafeteria Service Request Form

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Designation: \_\_\_\_\_ Department/Office/Centre: \_\_\_\_\_

Purpose of Service: \_\_\_\_\_

Type of Service: ☐ Breakfast ☐ Lunch ☐ Dinner ☐ Buffet ☐ Others: \_\_\_\_\_

Time of the Event: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Date of Event: \_\_\_\_\_

Number of Participants: \_\_\_\_\_

Event Venue: ☐ North Cafeteria ☐ Central Cafeteria ☐ Auditorium ☐ Board Room ☐ Committee Room

☐ Staff Dining ☐ Annex ☐ Others: \_\_\_\_\_

Food items will be prepared by: ☐ Cafeteria ☐ Particular Department ☐ Office ☐ Centre ☐ Others

Name of the food items						
Sl. No.	Name of the items	Quantity	Sl. No.	Name of the items	Quantity	Remarks/ Instructions

\_\_\_\_\_  
Signature of the Intending Faculty/Staff member

\_\_\_\_\_  
Signature of the Head/Department/Office/Centre

(For Office Use Only)

No. of Service Persons: \_\_\_\_\_

From: ☐ IUT ☐ Outside

\_\_\_\_\_  
Café/Sr. Café supervisor

\_\_\_\_\_  
Assistant Provost

\_\_\_\_\_  
Chairman, Cafeteria Committee

### Terms and condition for rendering services:

- No auxiliary, logistical support other than food and utensils shall be rendered by the cafeteria staff.
- Both administrative and financial approval must be attached along with this form (in case the service rendered needs support of off duty staff members)
- 10% at the approval financial budget = \_\_\_\_\_, to be disbursed amongst the involved (off duty) cafeteria/hall service personnel should be advanced to the intending faculty/staff member.
- This form must be submitted at least two (02) days before the arrangement of the event.